



King County

**HUMAN RESOURCE ANALYST
DEPARTMENT OF EXECUTIVE SERVICES
HUMAN RESOURCES DIVISION – CAREER SUPPORT SERVICES**

Hourly Rate Range: \$25.21 - \$31.95

Job Announcement: 05DP4913

OPEN: 3/7/05

CLOSE: 3/18/05

WHO MAY APPLY: This position is open to all King County career service employees who are members of the Teamsters Local 117 Professional and Technical Employees bargaining unit, all other career service employees, Executive Branch regular exempt employees, current probationary employees who achieved career service status in a previous position and the general public. Bargaining unit members will receive first consideration.

WHERE TO APPLY: Required forms and materials must be sent to: **201 S. Jackson Street, M.S. KSC-TR-0419, Seattle, WA 98104** or hand-delivered to the **Career and Employment Center** at 201 S. Jackson Street, Floor 1A. Applications materials must be received **by 4:00 p.m. on the closing date**. (Postmarks are NOT ACCEPTED.) Contact Delanie Peterson at (206) 684-1607 or delanie.peterson@metrokc.gov for further inquiries. **PLEASE NOTE:** Applications not received at the location noted above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form and data sheet](#), resume, letter of interest that describes *in detail* your background how you meet or exceed the qualifications, and responses to the supplemental questionnaire are required. A King County application can be downloaded from the King County web site, <http://www.metrokc.gov/ohrm/jobs/>. Hard copies may be obtained at Room 450 in the King County Administration Building, 500 4th Avenue, Seattle, or at the King County Career and Employment Center located on the first floor of the King Street Center at 201 South Jackson Street, Seattle.

WORK LOCATION: King Street Center, 201 South Jackson Street, Seattle, WA 98104.

WORK SCHEDULE: This position is not exempt from the provisions of the Fair Labor Standards Act, and is overtime eligible. The 40 hour workweek is Monday through Friday, 8 a.m. to 5 p.m., but alternative schedules may be assigned as required.

PRIMARY JOB DUTIES:

This position will support the efforts of King County Career Support Services (CSS) in the implementation of a broad range of program components. Primary job duties include:

- Provide information, advice and consultation to employees regarding Career Support Services (CSS) program policies and services. Respond to inquiries from program participants, departments and others about procedures, processes and guidelines.

- Assist in the development and implementation of CSS procedures and forms.
- Assist in development and application of CSS program materials.
- Conduct individualized skill assessments for layoff/recall employees.
- Review all county job announcements for potential referrals and placement opportunities.
- Make job referral recommendations based on employees' qualifications, skills, knowledge and experience.
- Provide assistance to employees in preparing applications, cover letters, resumes, and structured questionnaires.
- Provide one-on-one pre-interview training for employees.
- Liaison with County departments to assure compliance with CSS guidelines.
- Monitor selection processes, address job placement, retention and training issues, advise managers, supervisors and human resource staff regarding CSS requirements, policies and procedures, resolve problems, conduct research and respond to inquiries.
- Coordinate with Disability Services to provide accommodations regarding training, job search assistance, job placement, and career and/or employment counseling.
- Assist employees and Career Center clients in job search activities, labor market information, training, and education.
- Make recommendations to Career Support Services team, Executive Office and HRD management regarding client services, program operations, policies and procedures.

QUALIFICATIONS: A bachelor's degree in Human Resources Management, Public or Business Administration or a closely related field, or an equivalent combination of education and experience is required. Other qualifications include:

- A minimum of 3 years of increasingly responsible human resource experience. Experience must demonstrate a working knowledge of and ability to apply general employment principles and human resources practices, especially fair employment law, to conducting job analysis, recruitment, interviewing, testing, and job placement.
- Demonstrated experience providing human resources services, especially services provided directly to employees and job applicants.
- Knowledge of and skill in interpreting contract guidelines, and human resources rules, regulations, policies and procedures.
- Knowledge of state and federal discrimination law, general labor law, ADA, FLSA, FMLA, Title VII, and applicable RCWs as they relate to selection processes, advice, and decisions.
- Ability to successfully, identify and interpret problems and issues and create strategies to resolve problems.
- Excellent written and oral communication skills.
- Proficiency in MS Word, Excel, Access and Outlook. Experienced with Internet and Intranet usage and management of electronic documents
- Demonstrated ability to work independently in a fast-paced environment, manage multiple tasks, adjust priorities and meet deadlines.
- Demonstrated ability to work effectively with the public, government officials and other County employees.
- Demonstrated ability to provide excellent customer service and apply interpersonal skills with discretion, patience, etiquette and professionalism.

- Demonstrated ability to maintain confidentiality and apply discretion and tact when dealing with sensitive issues.
- Valid Washington State Driver's License or the ability to travel throughout the county in a timely manner.

SELECTION PROCESS: Applicant materials will be screened for qualifications, clarity, and completeness. Your written response to the qualifications will be evaluated as part of your application materials. All candidates with complete application materials will be screened for minimum qualifications including communication skills and proficiency in the proper use of the English language. The most competitive candidates will be invited to an interview, written test, with possible follow up interviews. Reference checks will be conducted prior to any offer of employment. The successful candidate will serve a six-month probationary period.

UNION MEMBERSHIP: This position is represented by Teamsters, Local 117, Professional and Technical. Union membership will be required within 30 days of employment.

CLASS CODE: 2311200

NAME

**HUMAN RESOURCE ANALYST
SUPPLEMENTAL QUESTIONNAIRE**

Complete the Supplemental Questionnaire in detail and submit with your application materials. Limit your response to no more than one page per question. Your responses will be evaluated on organization, grammar, clarity, content, and completeness. Include your name at the top of each page.

1. Describe your experience interpreting and applying human resource policies and procedures. Provide detailed and specific information regarding your experience with contract guidelines, screening and ranking of qualified applicants, interview panels, selection audits, and retention and training issues.
2. Describe your experience providing human resources services directly to individual employees and job applicants. Provide detailed and specific information regarding your experience in working with human resource selection processes, mentoring or coaching employees, providing training, dealing with employee complaints, and communicating with difficult employees.
3. Describe your experience advising managers and supervisors regarding compliance with human resource guidelines, especially in problem resolution and follow up documentation.
4. Describe your experience in preparing written materials. Please specify what type of written documents you prepared, and for whom.
5. Describe your experience in providing training on an individual basis and in a group setting. Please specify the type of training, for whom, how often you performed this work, size of training class and the materials used.